FINANCIAL DEPARTMENT.

Circular No. 80—L. F., dated 2nd December 1903.

To—The Presidents, Local Fund Boards of all Districts.

As instances have occurred in which the Presidents of District Fund Boards request this office to place funds at the disposal of the Public Works Department by usual book adjustment of sums required for the execution of works debitable to District and Municipal Funds, the Comptroller has the honor to state that under Rule 110 of the Local Fund Rules and this office Circular No. 2010—B. & R. 54, dated 28th February 1903, published in the *Mysore Gazette* of 5th March 1903, no book adjustment will be effected in the Comptroller's office, as the charges incurred by the Public Works Department are required to be treated as final charges of that Department. The Examiner, Public Works Accounts, may therefore be requested through the Chief Engineer to raise the Budget grant of the Public Works Department by the amounts required to carry out the works.

Circular No. 2031—*P. & A.* 376, *dated 4th December* 1903.

*To—The Officers named below.**

I have the honor to invite your attention to the Government Orders No. 13911-50—1216 of 18th March 1903 and No. 196—235 of 11th August 1903, and to observe that the special report regarding the maintenance of service books and the verification of the postings made in them has not been received from each Head of office as ordered by the Government to be submitted to this office ; and the few reports that have been received do not make it clear whether the requirements of the Government orders have been satisfied. From instances of delay occurring in the submission of pension applications, it is feared that service registers are not being kept in accordance with the rules, and Government has ordered that there should be a thorough examination of the service books of all Non-Gazetted officers, both Superior and Inferior, holding substantive appointments on permanent establishments, by the Heads of offices in which such officers are serving, in view to ascertain if the service books have been opened in every case and if entries in them have been made up to date and duly attested by the Head of office concerned. I have issued detailed instructions regarding the maintenance of this important record in my Circular No. 2019—989 of 20th June 1903 and have now to request you to personally examine the service books of the officials of your own establishment and satisfy yourself that the books have been opened and kept in accordance with the rules, and furnish me with a certificate to that effect. I have also to request you to direct all the Heads of offices subordinate to you to personally examine the service books of the officials attached to their offices and satisfy themselves that the books have been opened and kept in accordance with the rules, and furnish you with a certificate to that effect. These certificates together with your own for your establishment may be kindly forwarded to me. The certificate should be in the following form :—

"I do hereby certify that service books have been opened for all the Non-Gazetted officers, both Superior and Inferior, holding substantive appointments on the permanent establishment of my office, and that I have personally examined them and satisfied myself that they are all maintained in accordance with the provisions of the Mysore Service Regulations, Part IX, and the instructions issued by the Comptroller in his Circular No. 2019—989, dated 20th June 1903, and that the entries in every book have been posted up to date and attested by me."

I request the favour of your early attention to this matter, as I have to submit a report to Government on receipt of all the certificates referred to above.

H. EAGLES, *Offg. Comptroller.*

*1. Secretary to the Government of Mysore, General and Revenue Departments.
2. Deputy Secretary in charge of Muzrai Department.
3. The Secretary to the Government of Mysore, Forest Department.
4. The Secretary to the Government of Mysore, Geological Department.
5. The Revenue Commissioner.
6. The Registrar, Chief Court.
7. The Inspector General of Prisons.
8. Inspector General of Police.
9. The Survey Commissioner.
10. Inam Commissioner.
11. The Conservator of Forests.
12. The Senior Surgeon.
13. The Inspector General of Education.
14. The State Geologist.
15. The Inspector General of Registration.
16. The Excise Commissioner.
17. The Director of Statistics.
18. The Agricultural Chemist.
19. The Director of Archæology.
20. Do of Meteorology.
21. The Superintendent of Stamps including Stamp Manufactory.
22. The Superintendent, Government Press.
23. Do Government Gardens.